



## ADVERTISEMENT INFORMATION FOR LEASE SPACE

for posting on DFA/BoB website  
(not the Ad to the Newspaper)

AGENCY / INSTITUTION: Mississippi Department of Corrections

PREFERRED TERM (LENGTH) OF LEASE: 5 years

SQUARE FEET: +/- 1,800

PROPOSED USE OF SPACE (PURPOSE): Panola County Probation & Parole

LOCATION FOR LEASE SPACE: Batesville

AGENCY CONTACT PERSON: Trey Smith

AGENCY CONTACT ADDRESS: 301 N. Lamar St. Jackson, MS 39201

AGENCY CONTACT PHONE: (601) 359-5770

AGENCY CONTACT EMAIL waltonsmith@mdoc.state.ms.us

ANY SPECIFIC NEEDS / REQUIREMENTS OF SPACE: ADA Compliant, 2 restrooms & proof of ownership

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DEADLINE FOR RECEIPT OF PROPOSALS: April 27, 2022

Advertisement Dates:

April 6, 2022

April 13, 2022



**REQUEST FOR PROPOSALS  
FOR LEASE  
+/- 1,800 USABLE SQUARE FEET**

**Mississippi Department of Corrections  
Panola County Probation & Parole Office  
Batesville, Mississippi**

**PROPOSALS DUE NO LATER THAN:**

**Date: 04/27/2022 Time: 05:00 P.M.**

Proposals shall be delivered in a sealed opaque envelope to the following address:

Mississippi Department of Corrections  
Attn: Trey Smith  
301 N. Lamar St.  
Jackson, Mississippi 39201

## I. ADVERTISEMENT

The Mississippi Department of Corrections is soliciting proposals to lease approximately 1,800 square feet of office space in Batesville. This space will be used for the Panola County Probation and Parole office. Space must be ADA compliant, have two restrooms and parking on site. Interested parties should contact Trey Smith at (601) 359-5770 or email: [waltonsmith@mdoc.state.ms.us](mailto:waltonsmith@mdoc.state.ms.us) for leasing information. Deadline for receipt of proposals is Wednesday, April 27, 2022 at 5:00 p.m. Proposals should be mailed to 301 North Lamar St., Jackson, MS 39201.

## II. TERMS AND CONDITIONS

### A. SCHEDULE

The schedule and dates below are subject to change. The dates below are intended to provide all Proposers an estimated time frame for Receipt of Proposals and the selection process.

First Advertisement:	April 6, 2022
Second Advertisement:	April 13, 2022
Deadline for Receipt of Proposals:	April 27, 2022
Lease Presented to RPM for PPRB Approval:	June 1, 2022
Deadline for Building Occupancy:	On or After June 30, 2022

### B. CLARIFICATIONS

All requests for additional information related to this RFP shall be directed in writing to:

**Trey Smith**  
**301 N. Lamar St.**  
**Jackson, MS 39201**  
**[waltonsmith@mdoc.state.ms.us](mailto:waltonsmith@mdoc.state.ms.us)**

For E-Mails, please input "Lease RFP" in the subject line. Should a Proposer find discrepancies in or omissions from, the Proposal Package, or be in doubt as to its meaning, the Proposer should immediately notify the Agency in writing for clarification.

### C. DISQUALIFICATION AND REJECTIONS

The Agency reserves the right to reject any and all Proposals. Reasons for rejecting a Proposal include, but are not limited to:

- a. The Proposal is not submitted at or by the specified time
- b. Failure to meet the minimum, mandatory requirements in this RFP
- c. The Proposal is incomplete or contains irregularities, which make the Proposal indefinite or ambiguous
- d. The Proposal is not signed by the Owner or authorized Agent
- e. The Proposal contains false or misleading information
- f. The Proposal ultimately fails to meet the announced requirements of the State in some material aspect
- g. Failure to acknowledge any or all Addenda
- h. The Proposal price is clearly unreasonable
- i. Failure to fill out and sign out RPM 2

**D. ADDENDA**

Any addenda to the Proposal Package issued before the time of Receipt of Proposals shall be included in the Proposal Package and become a part of the Lease contract. The Official Proposal Form will be modified with space to indicate the receipt of all Addenda; OR, the Proposer may elect to print each Addendum, sign and date, and submit the signed and dated Addenda WITH the Proposal. Failure to acknowledge all Addenda may render the Proposal non-responsive, if it is determined that the Addenda had a material impact on the building requirements, price or time frame for building occupancy. An example of an Addendum which would *not* impact building requirements, price or the time frame for building occupancy would be a correction to a phone number.

**E. SUBMITTAL**

Proposals must be delivered to the address indicated in the Advertisement and in this RFP. A minimum of three (3) copies of the Proposal shall be submitted in a sealed, opaque envelope. Proposals submitted by E-Mail, Fax, or any other method than that identified here will not be accepted. The following is an example of the envelope itself and how it should be addressed and labeled on the outside of the envelope:

Responder's Name Physical Address	
	TO: 301 N. Lamar St. Jackson, MS 39201
Attn: <b>Trey Smith</b> <b>Proposal for Lease</b>	

***NOTE: Please be sure to label the bottom left-hand corner of the envelope as "Proposal for Lease." Without this on the outside of the envelope, the Proposer risks the envelope being mistakenly opened with other mail.***

**F. WITHDRAWAL OF PROPOSAL**

No Proposer will be allowed to withdraw his or her Proposal once submitted and following the Deadline for Receipt of Proposals. Should a Proposer wish to withdraw his or her Proposal due to error or omission, once it has been submitted, the Proposer shall send a notice to the Mississippi Department of Corrections, **IN WRITING**, requesting that the Proposal be withdrawn and the reason for such.

**G. RECEIPT OF PROPOSALS**

Proposals shall not be opened publicly.

**H. MANNER OF EVALUATION AND AWARD**

1. Selection Process – The Department will review the Proposals for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated by the Department based on the requirements specially outlined in this RFP, including but not limited to the following criteria:

- Annual Cost (Primary)

Other things that may be considered

- Age of the HVAC system(s)
- Qualities and Characteristics of building
- Complete and ready for occupancy

2. Right to Reject Submissions – The Mississippi Department of Corrections may at any time prior to the selection of a property and entering into final contract may reject any and all proposals and cancel this RFP, without liability therefore, when doing so is deemed to be in the Department's best interests. Further, regardless of the number and quality of proposals submitted, the Department shall under no circumstances be responsible for any proposer's cost, risk or expenses related to the development and submission of this RFP. The Department accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates the Department to select a property or to enter into a contract with the property owner. The Department reserves the right to reject a proposal if the subject building contains friable asbestos.
3. Evaluation Criteria – The qualifications will be reviewed by the Department, which will employ the following evaluation criteria: The criteria for this RFP will be the lowest cost per square foot and the overall condition of the facility.

#### I. LEASE CONTRACT

The Lease Agreement shall be in the form of the State of Mississippi's Standard Lease Agreement, found in this RFP. By submitting this proposal, you are agreeing to all terms and conditions listed in the attached lease agreement. No changes can be made.

#### J. SHORT-LIST SELECTION AND BEST AND FINAL OFFER

The Agency reserves the right to do a short-list of the top-scoring proposals submitted. Should the Agency elect to perform a short-list selection, followed by Best and Final Offers, no more than three (3) proposals will be selected for the short-list. Should the Agency choose *NOT* to perform a short-list selection, selection will be made based on the original Proposals submitted.

### III. MINIMUM MANDATORY REQUIREMENTS

*This form is required to be completed by any Agency / Institution requesting to lease space from a private property owner. This form is to be included in the documents that are sent to anyone requesting Proposal Information or a Proposal Package. The intent is to provide each Landowner, or his or her representative, with sufficient information in order to formulate a lease price and time frame for any build-out, as needed. The information listed on this form is REQUIRED. The Proposer is required to provide the minimum specifications listed herein, with any and all improvements/renovations/remodeling being included in the rental amount.*

**Total Net Usable Square Feet:** (+-) 1,800 sq. feet  
(This is may be calculated based upon the Space Requirements listed below)

**Preferred Term (Length) of Lease:** 5 Years

**Type of Space Requested (Design Function):** X Office  
\_\_\_\_ Warehouse/Storage

\_\_\_\_ Clinic / Hospital  
\_\_\_\_ Workshop  
\_\_\_\_ Residential  
\_\_\_\_ Other  
If "Other," please explain: \_\_\_\_\_

I. **SPACE REQUIREMENTS**

(Please indicate the appropriate number needed according to each type of space / area below).

**Private Offices**

250 Square Feet: \_\_\_\_\_  
225 Square Feet: \_\_\_\_\_  
175 Square Feet: \_\_\_\_\_  
125 Square Feet: \_\_\_\_\_  
100 Square Feet: 8

**Number of Conference Rooms:** 1

**Conference Room Size:** 500 Square Feet  
(Should be calculated based on 25 square feet / average occupancy)

**Secure Storage Area:** 300 Square Feet  
(Should be calculated based on 10 square feet / file cabinet)

**Guest Waiting Area:** 800 Square Feet  
(Should be calculated based upon 40 square feet / average occupancy at a single time)

**IT / Server Room:** 0 Square Feet  
(Should be calculated based upon 30 square feet / server rack)

**Kitchen / Break Room:** 200 Square Feet  
(Should be calculated based upon 25 square feet / average occupancy at a single time)

*The following may vary depending on the furniture allocation and layout.*

Each office should contain a minimum of two (2) 110V electrical outlets, as well as one (1) phone connection for each office.

Each workstation should contain a minimum of one (1) 110V electrical outlet.

Each conference room should contain a minimum of three (3) 110V electrical outlets for every five-hundred (500) square feet of space. Each conference room shall include one (1) phone / internet connection.

Each Waiting / Receptionist area should include a minimum of two (2) 110V electrical outlets in the waiting area, as well as two (2) 110V electrical outlets for the Receptionist. Receptionist also requires one (1) phone connection.

Storage Spaces shall be heated and cooled as appropriate. Each Storage space should include a minimum of one (1) 110V electrical outlet.

II. **ADDITIONAL REQUIREMENTS**

Is Lessor to provide a Conference Room Projector? \_\_\_\_\_ Yes X No

Is Lessor to provide Seating for Waiting Area: \_\_\_\_\_ Yes X No

**Restrooms: 2 Unisex**

*The Numbers of Restrooms listed above are the minimum number. All restrooms shall meet ADA requirements and the number of stalls, urinals, sinks, etc. shall meet the minimum requirements of the Plumbing Code of the International Code Council (ICC).*

**Parking:**

Number of Parking Spaces Required:	<u>30</u>
Number of Parking Spaces on Site:	<u>30</u>

*The Number of Parking Spaces should be limited to 3.5 spaces per employee. As an example, an office containing 20 employees should require no more than 70 spaces – this accounts for employees and visitors.*

*Parking must be ADA-compliant. Based on the numbers of parking spaces, all Parking Spaces may be required to be located on site. Parking areas are to be lighted and compliant with ICC Standards for lighting requirements.*

**IT / Network Infrastructure:**

The leased premises shall have fiber to the building, with a minimum of CAT 5E cabling. All offices, cubicles, conference rooms, and meeting rooms shall be wired for data services.

Data Connections and Drops per Area: **MDOC will do data drops and connections**

Landlord required to provide Access Control System? ☐ Yes ☒ No

**III. OPERATIONAL COSTS:**

For the purposes of this Request for Proposals, this shall be a Gross Lease. The following operational costs shall be borne by the party indicated below.

**LESSOR RESPONSIBLE FOR TAXES, INSURANCE AND LANDSCAPING**

**LESSEE RESPONSIBLE FOR UTILITIES, JANITORIAL SERVICES AND SUPPLIES**

**Other Space Requirements:**

**SPACE (SQUARE FOOTAGE) REQUIREMENTS**

The Proposer should ensure that all space requirements, as outlined in these Specifications, are met. The State of Mississippi will allow variances in square footage to a reasonable extent. For instance, if the specifications require one 150-square foot office and the Proposer has an existing office of 140 square feet, the State will allow the deviation in this instance, because the cost of relocating walls and lines for an additional 10 square feet would be cost-prohibitive. However, Proposers should ensure that space measurements are as close to the requirements spaces listed herein as much as possible. All private offices should be hard-walled.

This proposal provides the total number of Net Usable Square Feet as required by the Agency. For the purposes of this RFP, Net Usable Square Feet shall *exclude*:

- Corridors
- Bathrooms
- Stairwells
- Elevator shafts
- Shafts and Ducts
- Janitorial, Electrical, or Mechanical Closets
- Areas for A/C and Heating Systems

In the event that the Building is a multi-tenant building, the Proposer shall identify all Common Area and the prorated share of such space for the Agency.

Proposers should identify not only the Net Usable Square Feet offered for lease, but the TOTAL RENTABLE SQUARE FEET for which the agency will be billed. Rental amounts and payments will be evaluated based on this number.

#### PROPERTY CONDITION

It is the responsibility of the Proposer (or Lessor) to ensure that the property is maintained in a reasonable working and operable condition. As such, the Proposer should ensure that the property has operation and maintenance schedules in place for all items related to the building and equipment as appropriate. If awarded a Lease Agreement, the Proposer may be required to provide copies of any operations and maintenance schedules and contracts in place. Below are some schedule items that must be met:

- **ADA Compliance:** Proposer is to ensure that the building is ADA compliant in all aspects. In the event the building is not ADA-compliant, the Proposer will be required to make the necessary modifications to ensure the building is ADA-compliant prior to occupancy. Proposers should follow all Federal and State regulations for ADA compliance to ensure all requirements are met.
- **Electrical and Lighting:** The lighting and electrical system for the building and parking areas must meet all ICC (International Code Council) Standards, Policies, and Procedures related to such.
- **Carpet:** At the inception of the Lease Agreement, carpet should be no more than four (5) years old. If carpet is more than four (5) years old, the Proposer must provide new carpet for the leased space. The minimum standard for carpet should be nylon, 26 oz. weight, Broadloom. Carpet tile is preferred, but Broadloom is acceptable. Should Broadloom be used, replacement of any carpet shall be performed after working hours, and Lessor will be responsible for moving all furniture and equipment, and then moving furniture and equipment back in the appropriate space once carpeting is complete. Damage caused to furniture and/or equipment caused by relocation shall be the responsibility of the Lessor.

All carpet shall be replaced every five (5) years or sooner.

- **Paint and Wall Coverings:** All walls must be painted or papered, as appropriate, every four (4) years or sooner. If walls have not been painted or papered within four (4) years prior to the start date of the Lease Agreement, Lessor shall paint and/or paper walls prior to occupancy. No charge will be allowed for this in addition to the rent.
- **Maintenance Schedules:** Lessor should have in place, at the inception of any Lease Agreement or Renewal Lease, sufficient maintenance schedules for the following items and equipment for the building:
  - Roof
  - Mechanical System
  - Electrical System
  - GeneratorLessor may be called upon to provide copies of any preventative, or scheduled, maintenance contracts to ensure that all equipment and systems in the building are being maintained. Lessor will ensure that, in as much as reasonably possible, all scheduled maintenance to the building and building systems will be performed on weekends or outside of normal business hours.
- **Parking:** Parking area should be maintained in a state of good repair and must meet ADA requirements. Parking area should be clearly striped, and parking spaces designated as appropriate (handicap spaces, space numbers, etc.). Routine checks and maintenance should be performed to the parking structure or surface to ensure longevity and long-term use of the parking surface. In the event of standing water, protruding rebar or rods, large cracks, or uneven surfaces on the parking surface, Lessor may be called upon to correct such areas as needed.

#### FURNITURE AND EQUIPMENT

In the event that the Proposer is required to provide certain furniture or equipment as part of the Lease Agreement, those items will be clearly identified in the specifications listed herein. Otherwise, all furniture and equipment associated with



the function and operation of the Agency will be the responsibility of the Agency, and the Proposer will not be responsible for providing those items as part of the Lease.

#### OPERATIONAL COSTS

For the purposes of this Lease, the Lessor shall be responsible for those operational costs listed above.

#### IT / NETWORK

All IT / Network costs for this RFP shall be in accordance with the IT/Network requirements stated above. Proposers shall ensure that the property does, or will prior to occupancy, meet the IT/Network requirements and needs specified.

#### FIRE PROTECTION:

Lessor understands that all buildings and facilities shall meet all Local Fire Codes for the City/County in which the property is located.

### **IV. INSTRUCTIONS TO PROPOSERS**

1. **Occupancy:** The proposed space shall be complete and ready for occupancy no later than June 30, 2022. Should the space be ready for occupancy prior to this date, the Agency shall have the option to occupy the space sooner, as agreeable between the Lessor and Lessee, and as approved by the Public Procurement Review Board.
2. **Rentable Square Feet:** Proposers are to identify the number of rentable square feet (the amount of square feet for which rent shall be paid) offered for lease. The Agency has identified the total amount of usable square feet needed, and each Proposer shall identify the rentable square feet offered for Lease, including common area.

### **V. CHECKLIST FOR PROPOSERS**

Each Proposer should read carefully to ensure that he or she has included all required forms and documents with the Proposal. The minimum requirements which must be included are:

1. Official Proposal Form, signed and dated (RPM-2)
2. RPM-2A if applicable
3. Photos of the Interior and Exterior of the Building
4. Proposed Floor Plan / Sketch of layout
5. Proof of Property Ownership (Warranty Deed)
5. Signed RPM-5 Lease Contract

**BUREAU OF BUILDING GROUNDS AND REAL PROPERTY MANAGEMENT**  
STATE AGENCY LEASING IN NON-STATE-OWNED SPACE  
**RPM-2**

**CONDITIONS FOR SUBMITAL OF LEASE PROPOSAL**

This section filled in by agency representative requesting proposal (prior to receipt of Proposals).

DEADLINE FOR SUBMITTING PROPOSAL: TIME hh/mm/ss DAY of week DATE mm/dd/yyyy  
ADDRESS TO RECEIVE PROPOSAL: \_\_\_\_\_  
AGENCY REQUESTING PROPOSAL: \_\_\_\_\_  
AGENCY CONTACT FOR PROPOSAL: \_\_\_\_\_

**PROPOSER CERTIFICATION**

**NOTE: THIS LEASE PROPOSAL IS NOT A BID AND IS NOT SUBJECT TO THE BID LAWS OF THE STATE OF MISSISSIPPI.**

As the owner/agent of the property offered for lease by this proposal, I understand that acceptance of my proposal is not contingent solely on the contact rent quoted herein. The costs for utilities, janitorial services, parking, remodeling, moving expense, telephone hook-up, etc. will all be considered in determining the TOTAL COST of the lease. Building condition, location, adaptability, and accessibility for the handicapped will all be factors in determining the most **SUITABLE** space for the agency requesting this proposal.

I understand that my building must meet the minimum requirements for accessibility as described by the Americans with Disabilities Act of 1990. If my building does not meet the minimum requirements for accessibility determined necessary by the agency, my proposal may be declared unacceptable.

As owner/agent of the property offered for lease by this proposal, I have examined the proper authority for the agency requesting this proposal to obtain all the specifications the agency has determined as necessary to qualify as **SUITABLE** space. I understand that the agency has possession of the manual which states the policy and procedures all state agencies must follow when procuring leased space and that the agency can provide me a copy of this manual at my request. I have discussed these procedures with a member of the agency and I understand these procedures for leasing property.

As owner/agent of the property offered for lease by this proposal, I understand that having delivered this proposal to the agency prior to the deadline the agency has imposed, my proposal of rent cannot be changed or amended in any manner, unless the agency, by written notice to me, has informed me that all proposals received were determined to be unacceptable, and that the agency is again requesting proposals for leases.

The space offered for lease by submittal of my proposal should be held available to the agency for a period not less than 60 days from the date listed herein as the deadline for receiving lease proposals. As owner/agent of the property offered for lease by this proposal, I understand that if I cannot hold this property available for this 60 day period the agency may consider my proposal as unacceptable.

Only those proposals submitted to the requesting agency by completion of pages 1-4 of this form will be considered. All proposals are to be submitted in a sealed envelope addressed to the agency requesting this proposal to the attention of the agency contact, and identified on the front of the envelope as "**PROPOSAL FOR LEASE**".

By evidence of my signature, I acknowledge that I have read the conditions stated above before submittal of my proposal and that I fully understand these conditions. I warrant that the owner(s) of this property will not be in violation of Sections 25-4-103 and 25-4-105 of the Mississippi Code by leasing this property to a state agency.

**NOTE: FAILURE TO SIGN CERTIFICATION WILL CAUSE PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.**

\_\_\_\_\_  
Signature Owner/Agent

\_\_\_\_\_  
Date Submitted

**AGENCY CERTIFICATION**

This section filled in by agency representative (following receipt of Proposals):

The building described in this proposal was inspected by \_\_\_\_\_ (Name) for the agency and accompanied by \_\_\_\_\_ (Name) for the owner on \_\_\_\_\_ (Date). As a result of this inspection, I have found the information submitted by this proposal to be ☐ correct or ☐ in error as described by attachment.

\_\_\_\_\_  
Signed (Agency Representative)

STATE AGENCY LEASING IN NON-STATE-OWNED SPACE  
**RPM-2**

**PROPERTY DETAILS**

This proposal form must be completed by the owner/agent of the property.

**NOTE: FAILURE TO RESPOND COMPLETELY AND/OR INCLUDE/ATTACH ALL INDICATED INFORMATION MAY CAUSE PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.**

NAME OF PROPERTY OWNER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
NAME OF PROPERTY AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SUBMITTED TO \_\_\_\_\_  
STATE AGENCY/DEPARTMENT \_\_\_\_\_  
DIVISION \_\_\_\_\_  
TYPE OF SPACE ☐ OFFICE ☐ STORAGE/WAREHOUSE ☐ OTHER ☐  
SPACE IS: ☐ EXISTING ☐ TO BE RENOVATED ☐ UNDER CONSTRUCTION ☐ TO BE CONSTRUCTED  
DATE OF EXPECTED COMPLETION: \_\_\_\_\_  
ADDRESS OF SPACE OFFERED: \_\_\_\_\_  
DESCRIPTION OF BUILDING: GROSS SQUARE FEET \_\_\_\_\_ AGE \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_  
ORIGINAL USE \_\_\_\_\_ PRESENT USE \_\_\_\_\_  
LAST DATE REMODELED/REPAIRED \_\_\_\_\_ SCOPE OF LAST MAJOR WORK \_\_\_\_\_  
ROOF TYPE \_\_\_\_\_ AGE \_\_\_\_\_ LAST DATE SERVICED \_\_\_\_\_  
A/C TYPE \_\_\_\_\_ AGE \_\_\_\_\_ LAST DATE SERVICED \_\_\_\_\_  
HEAT TYPE \_\_\_\_\_ AGE \_\_\_\_\_ LAST DATE SERVICED \_\_\_\_\_  
CEILING HEIGHT \_\_\_\_\_ ☐ ACOUSTIC TILE ☐ DRYWALL ☐ PLASTER ☐ OTHER  
INTERIOR WALLS: ☐ DRYWALL ☐ PLASTER ☐ PANEL ☐ OTHER  
LAST DATE PAINTED AND/OR WALLPAPERED \_\_\_\_\_  
FLOOR COVERING: ☐ CARPET ☐ TILE ☐ OTHER LAST DATE INSTALLED \_\_\_\_\_  
ELECTRICAL OUTLETS: # PER ROOM \_\_\_\_\_ (Average)  
DATA/TELEPHONE OUTLETS: # PER ROOM \_\_\_\_\_ (Average)  
LIGHTING: TYPE \_\_\_\_\_  
NUMBER OF BATHROOMS: PUBLIC \_\_\_\_\_ RESERVED \_\_\_\_\_ AGE OF FIXTURES: \_\_\_\_\_  
ACCESSIBLE TO HANDICAPPED: ☐ YES ☐ NO  
IF NO: I WILL MAKE THE NECESSARY IMPROVEMENTS TO THE SPACE AS REQUIRED BY THE AGENCY TO MEET THE MINIMUM REQUIREMENTS AS DESCRIBED BY THE AMERICANS WITH DISABILITIES ACT 1990. ☐ YES ☐ NO  
DOES THIS BUILDING CONTAIN ASBESTOS? ☐ YES ☐ NO IS THE ASBESTOS NON-FRIABLE? ☐ YES ☐ NO  
IF YES, DESCRIBE BY LOCATION: \_\_\_\_\_  
TOTAL RENTABLE SQUARE FEET \_\_\_\_\_ (OFFERED FOR LEASE)  
1ST FLOOR \_\_\_\_\_ SQ. FT. OTHER \_\_\_\_\_ SQ. FT.  
NET USABLE SQ. FT.:  
(Measured per RPM  
Policy, Page 11 in Manual)  
OFFICE \_\_\_\_\_  
STORAGE \_\_\_\_\_  
WAREHOUSE \_\_\_\_\_  
OTHER \_\_\_\_\_  
COMMON AREA \_\_\_\_\_ (Halls, public restrooms, elec./jan. closet, elevator, stairwell, etc.)  
TOTAL NET USABLE SQ. FT.: \_\_\_\_\_ (Do not include common areas or areas not reserved  
exclusively for agency's business.)

STATE AGENCY LEASING IN NON-STATE-OWNED SPACE  
**RPM-2**

**FINANCIAL DETAILS** (years terms can be altered as needed to best suit offer)

**5 YEAR TERM:**

ANNUAL \$ AMOUNT: \$ \_\_\_\_\_ To be paid on a ☐ MONTHLY ☐ QUARTERLY ☐ YEARLY basis.  
(Attach Rent Schedule if Annual Amount proposed increases over the proposed lease term)

\$ AMOUNT PER SQ. FT.: (Annual Rent - Square Feet Leased)

ANNUAL RENT - TOTAL AREA \$ \_\_\_\_\_ per SF per YR.

ANNUAL RENT - NET USABLE AREA \$ \_\_\_\_\_ per SF per YR.

(Measured per RPM Policy)(Utilize proposed Year 1 rent for these calculations)

**10 YEAR TERM:**

ANNUAL \$ AMOUNT: \$ \_\_\_\_\_ To be paid on a ☐ MONTHLY ☐ QUARTERLY ☐ YEARLY basis.  
(Attach Rent Schedule if Annual Amount proposed increases over the proposed lease term)

\$ AMOUNT PER SQ. FT.: (Annual Rent - Square Feet Leased)

ANNUAL RENT - TOTAL AREA \$ \_\_\_\_\_ per SF per YR.

ANNUAL RENT - NET USABLE AREA \$ \_\_\_\_\_ per SF per YR.

(Measured per RPM Policy)(Utilize proposed Year 1 rent for these calculations)

**15 YEAR TERM:**

ANNUAL \$ AMOUNT: \$ \_\_\_\_\_ To be paid on a ☐ MONTHLY ☐ QUARTERLY ☐ YEARLY basis.  
(Attach Rent Schedule if Annual Amount proposed increases over the proposed lease term)

\$ AMOUNT PER SQ. FT.: (Annual Rent - Square Feet Leased)

ANNUAL RENT - TOTAL AREA \$ \_\_\_\_\_ per SF per YR.

ANNUAL RENT - NET USABLE AREA \$ \_\_\_\_\_ per SF per YR.

(Measured per RPM Policy)(Utilize proposed Year 1 rent for these calculations)

**UTILITIES:**

Elec. ☐ INCLUDED ☐ NO

Gas ☐ INCLUDED ☐ NO

Water ☐ INCLUDED ☐ NO

Sewer ☐ INCLUDED ☐ NO

Trash ☐ INCLUDED ☐ NO

ESTIMATED COST FOR ANY UTILITY/UTILITIES NOT INCLUDED: \$ \_\_\_\_\_ YR.  
(Previous year's cost is acceptable)

JANITORIAL COST: (Labor, Supplies) ☐ INCLUDED ☐ NOT INCLUDED  
(Attach a schedule of services, days, time, who furnishes supplies.)

OTHER COST NOT INCLUDED IN RENT: \_\_\_\_\_

TAXES: Owner/agent shall include any applicable taxes in base rent amount. For purposes of reporting only, identify:

PROPERTY TAXES: \$ \_\_\_\_\_ YR.

OTHER AD VALOREM TAXES: \$ \_\_\_\_\_ YR.

**SECURITY:**

Access Control System ☐ INCLUDED ☐ NOT INCLUDED ☐ MONITORED

ESTIMATED COST FOR MONITORING IF NOT INCLUDED: \$ \_\_\_\_\_ YR

Building Receptionist ☐ YES ☐ NO

Building Security Officer ☐ INSIDE ☐ OUTSIDE ☐ BOTH

DAYS OF WEEK INCLUDED IF PROVIDED ☐ Monday thru Friday ☐ Weekends

HOURS INCLUDED IF PROVIDED ☐ Regular Working Hours ☐ 24/7

**ESCALATIONS / EXPENSE STOPS:**

Inclusion of escalations or expense stops will not be considered by Agency in this Lease.

RPM-2 (Page 3 of 4)

**BUREAU OF BUILDING GROUNDS AND REAL PROPERTY MANAGEMENT**  
STATE AGENCY LEASING IN NON-STATE-OWNED SPACE

## RPM-2

### PROPERTY CONDITIONS

☐ Owner/agent proposes existing property "as is" and represents that this meets all Agency's requirements without any modifications required prior to occupancy.

**NOTE: IF PROPOSED "AS IS" AND AGENCY CANNOT CONFIRM EXISTING PROPERTY COMPLIES WITH ALL NOTED REQUIREMENTS, PROPOSAL MAY BE REJECTED AS NON-RESPONSIBLE.**

☐ Owner/agent includes in Proposal any/all modifications to existing property required to meet the Agency's requirements prior to occupancy. RPM-2A form must be included with Proposal to be considered responsive. Such modifications required to comply with the Agency's requirements and/or proposed by owner/agent as a part of his Proposal will include:

Revisions to interior layout to comply with space needs: ☐ YES (Attach proposed floor plan layout) ☐ NO

Revisions to comply with ADA: ☐ YES ☐ NO

New paint (Inside): ☐ YES ☐ NO ☐ PARTIAL ONLY (Explain on attachment)

New paint (Outside): ☐ YES ☐ NO

New floor covering: ☐ YES ☐ NO ☐ TYPE(S): \_\_\_\_\_ ☐ PARTIAL ONLY (Explain on attachment)

New Roof: ☐ YES ☐ NO

New A/C unit (Inside): ☐ YES ☐ NO

New A/C unit (Outside): ☐ YES ☐ NO

New heating equipment: ☐ YES ☐ NO

### FLOODPLAIN:

☐ Owner/agent represents existing property is not in a "A" or "V" flood zone

☐ Owner/agent represents existing property is in an "A" or "V" flood zone, but will provide flood insurance as required.

### PARKING:

NUMBER OF SPACES RESERVED FOR AGENCY USE ONLY: \_\_\_\_\_

SPACES ON SITE \_\_\_\_\_ SPACE ADJACENT/NEAR TO SITE (EXPLAIN) \_\_\_\_\_

PARKING OWNED BY: \_\_\_\_\_ LESSOR \_\_\_\_\_ OTHER

COST OF PARKING: \_\_\_\_\_ INCLUDED \_\_\_\_\_ NOT INCLUDED

COST FOR PARKING IF NOT INCLUDED: \$ \_\_\_\_\_ /YEAR. = \$ \_\_\_\_\_ PER SPACE

**NOTE: ONLY THE STATE'S STANDARD LEASE FORM WILL BE ACCEPTED FOR OFFICE SPACE.**

I warrant that this building will be in good repair on the 1st date of occupancy and that it meets or exceeds all state and local building codes, fire and safety regulations, and zoning ordinances. \_\_\_\_\_ YES \_\_\_\_\_ NO (If "No", explain on attachment)

DISCLOSURE of ALL owners, partnerships, or corporate members holding an interest in this property other than the owner/agent listed herein:

The owner(s) of this property warrant that the leasing of this property to a state agency will not be in violation of Sections 25-4-103 and 25-4-105 of the Mississippi Code.

The owner(s) of this property have identified themselves as belonging to one or more of the following categories:

\_\_\_\_\_ American Indian \_\_\_\_\_ Hispanic \_\_\_\_\_ Black \_\_\_\_\_ Asian \_\_\_\_\_ Female \_\_\_\_\_ Small Business

The owner(s) of this property understand that the purpose of identification by one or more of the above categories is to provide the agency with information concerning minority/small business status. This information will not be used in the analysis of the proposal. If none of the above categories are marked, the owners will not be identified as a minority/small business.

This proposal is submitted by the ☐ OWNER ☐ AGENT of the property offered for lease by this proposal.

\_\_\_\_\_  
Signature Owner/Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

Attach or otherwise include with your Proposal responses to all indicated information. For existing properties, include two exterior photos and two interior photos of the building. For new properties or properties where interior layout modifications are proposed, include a sketch of the floorplan with dimensions as measured by RPM policy (Page 17 of the Policy and Procedure Manual.)

STATE AGENCY LEASING IN NON-STATE-OWNED SPACE  
**RPM-2A**

**CONDITIONS OF LEASE PROPOSAL FOR NEW CONSTRUCTION OR MAJOR ALTERATION**

As builder/contractor/owner, I understand that the submittal of my proposal to lease space to a state agency in a building I intend to build/renovate/remodel will be considered by the agency in the same manner as lease proposals for existing buildings.

I understand that no agency of the state, or employee of the state, without the prior approval of the Public Procurement Review Board and the Office of General Services, has the authority to approve terms of a lease which involves remodeling of a building for use by an agency of the state. Also, the construction/renovating of a building for a state agency requires specific legislation to do so. Neither the Public Procurement Review Board nor the Office of General Services can provide the necessary legislation.

I understand that the agency, when considering my proposal for a lease in a building I intend to construct/remodel/renovate, will view this building as if completed and available for lease to parties other than the state agency receiving my proposal, whether the specifications used for the building were designed by the builder/contractor/owner or other party.

I understand that if the building I intend to construct/remodel/renovate is not completed per the specifications listed in my proposal by the date specified in the lease, the state agency that executed the lease will have the option to (1) reduce the rent proportionately by the number of days after the date specified in the lease that the agency occupies the building, or, (2) terminate the lease. Should the lease be terminated, neither the state agency that executed the lease, nor any other state agency will be liable to pay any of the rent or the cost incurred by the builder/contractor/owner of the building for construction/remodeling/renovation.

I understand that should my proposal be accepted by the agency that it was submitted to, and should my proposal be approved by the Public Procurement Review Board, neither the agency executing the lease, nor other agency of the State, will be obligated to occupy this space for any term beyond the dates specified in the lease.

I understand that neither the agency executing the lease, nor other agency of the State, will be obligated to pay the builder/contractor/owner of the building any amount other than the rent specified in the lease for the term of their occupancy of the building, whether or not this amount fully reimburses the builder/contractor/owner for the cost of the construction/remodeling/renovations of the building.

I understand that no condition of the lease can provide for any lump-sum payment for construction/remodeling/renovation or any payments in advance other than for rent, which shall be prorated in equal payments through the term of the lease.

I understand that should I elect not to sign this agreement, either the agency to which my proposal was submitted or the Division of Real Property Management may refuse to accept my proposal for lease.

By evidence of my signature, I acknowledge that I have read the conditions stated above before submittal of my proposal, and that I fully understand these conditions.

\_\_\_\_\_  
Signature Owner/Agent

\_\_\_\_\_  
Date